

# CAMPBELL RIVER

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## ART GALLERY

### OUTREACH & EDUCATION COORDINATOR

Closing date: March 7, 2021 by 11:59 pm

Length of assignment: Permanent, part time

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Reporting to the Executive Director, this position is responsible for the design, coordination, delivery, and evaluation of all public outreach activities for the Campbell River Art Gallery. This fun and demanding position is an integral role on a small team that strives to bring contemporary art and community together through educational activities for all ages. The activities to be developed in concert with the Curator of Contemporary Art range from facilitating artist talks, panel discussions, and specialized workshops, facilitating family art activities, and leading guided tours and school tours for the community. There will be a special focus on adapting outreach programming for online environments while still engaging communities, as well as increasing our reach and relationships with the North Island and Discovery Islands communities. It is crucial that this motivated and flexible self-starter communicate clearly and effectively with all other team members given the tremendous overlap and cooperation required to achieve success in our fast-paced environment.

The Outreach & Education Coordinator also acts as a mentor and leader to the student and volunteer positions involved in programming, providing guidance in engagement, outreach, and ambassadorship best practices. Priorities for the position include: developing school programs that meet educational goals; bringing in facilitators for studio classes and adapting delivery for new and changing landscapes; bringing inventive solutions to creating fun and illuminating workshops and exhibition outreach programs; ensuring programs are executed digitally with intent and inclusion in mind; and communicating and promoting the Gallery's activities to a widening online audience.

#### GENERAL DELIVERABLES

- Attend weekly team meetings;
- Provide a land acknowledgement before every event, as per protocol;
- Submit timesheets and expenses bi-weekly;
- Ensure the safety of all participants in events, including health and cultural safety;
- Initiate and/or maintain ongoing effective relationships with educators and community partners;
- Maintain CRAG Studio space (cleanliness, supplies, program materials);
- Keep clear and useful records, including: participant statistics, instructor and facilitator lists, community contacts, activity instructions and samples of past activities, recommendations for future alterations, educational program and tour materials.

#### PROGRAMMING DELIVERABLES

- Develop and test online School Tours, and develop goals for the program stream;
- Assist and support with written content and community outreach for grant opportunities;
- Create content for online and in-person Guided Tours, Artist in the Schools, and exhibition related programming;

- Collect and summarize feedback from educators and program participants to inform future program changes;
- Lead the creation of Super Saturday art kits on a bi-weekly basis;
- Introduce and facilitate all workshops and classes;
- Introduce and facilitate (and at times moderate) Artist Panel Discussions;
- Conduct ongoing research into future programming;
- Develop new and innovative ways to reach and serve visitors via online platforms;
- Communicate and promote Gallery programs to stakeholders via digital channels such as the CRAG website, social media, and newsletters;
- Ensure all programming information is up to date and optimized on the CRAG website and social media pages;
- Develop new and innovative ways to stay connected with the remote communities we serve.

#### ADMINISTRATIVE DELIVERABLES

- Maintain timely communication with gallery staff, participants, artists, and contractors;
- Manage bookings and maintain programming schedule in global calendar;
- Maintain records of work (program statistics; emails, shared drive);
- Manage Student Bursary applications as needed and liaise with bookkeeper to convey info;
- Ensure timely invoicing for all programs and liaise with bookkeeper to submit expenses;
- Maintain up-to-date school district contact lists;
- Maintain communication with community partners and educators to increase rate of return tours and visit frequencies;
- Work closely with the Curator of Contemporary Art to develop programming that highlights and enhances the exhibition programming on offer;
- Provide program details to Operations Manager for communication and event planning purposes, and potential volunteer roles;
- Create viable photographic documentation of events for communication purposes;
- Liaise with the Executive Director as needed;
- Other duties as assigned.

#### QUALIFICATIONS

Applicants will have a background and/or interest in contemporary art, be familiar with online platforms such as Wordpress, Zoom, Canva, and social media, and be comfortable in public speaking and group facilitation roles. Applicants should enjoy teamwork and out of the box thinking strategies. Relevant post secondary education and any previous background in non-profit organizations, art galleries, or artist-run-centres should be noted in your application.

#### SALARY AND HOURS

This is a permanent, part time position at 18 hours per week. Hourly rate of pay is \$20/hr.

#### HOW TO APPLY

Please submit your CV or resume and a brief letter of interest summarizing your related qualifications to:

Sara Lopez Assu, Executive Director  
 director@crartgallery.ca  
 by 11:59 p.m. on March 7, 2021

*We thank all candidates for their interest, however, only those selected for an interview will be contacted. Applications received will be screened based on information provided. Please ensure you include all relevant details about your qualifications for this position.*